

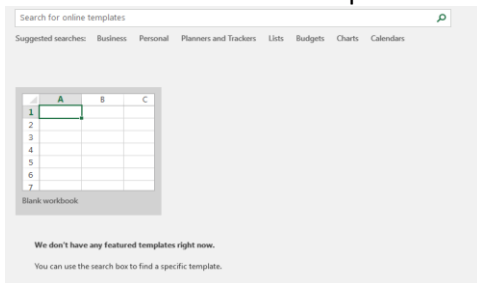
## How to load a tab delimited txt file into EXCEL

A **tab-delimited** text file is a file containing tabs that separate information with one record per line. A **tab delimited** file is often used to upload data to a system.

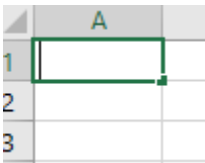
1. Open an EXCEL file by double clicking on the EXCEL icon on your desktop.



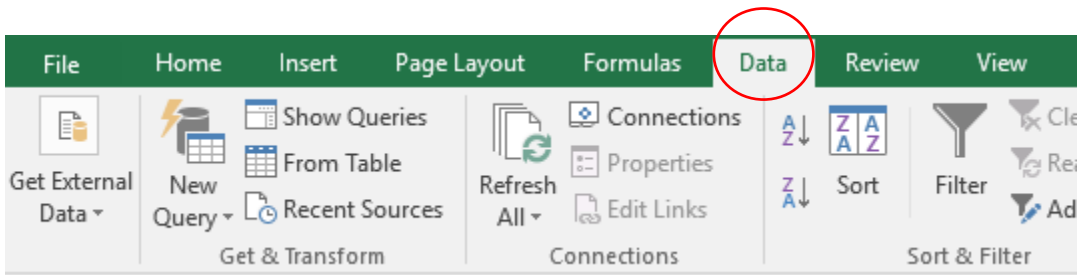
2. Click on the blank EXCEL template



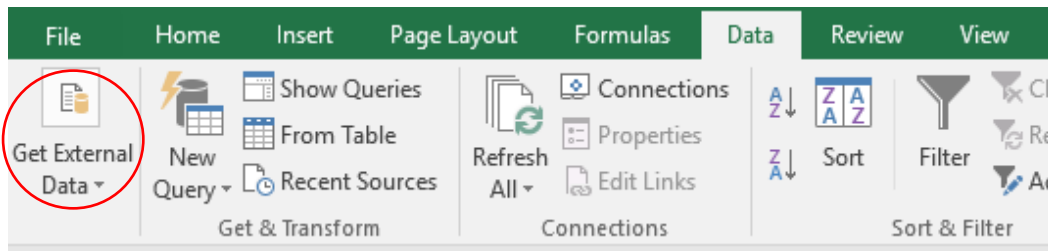
3. Click on cell A1 to keep your cursor in that cell.



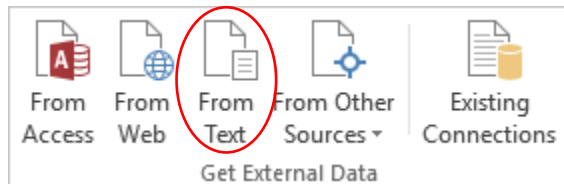
4. Click on the Data tab



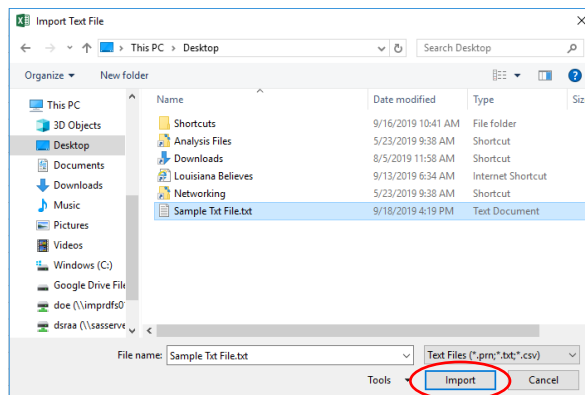
5. Click on Get External Data



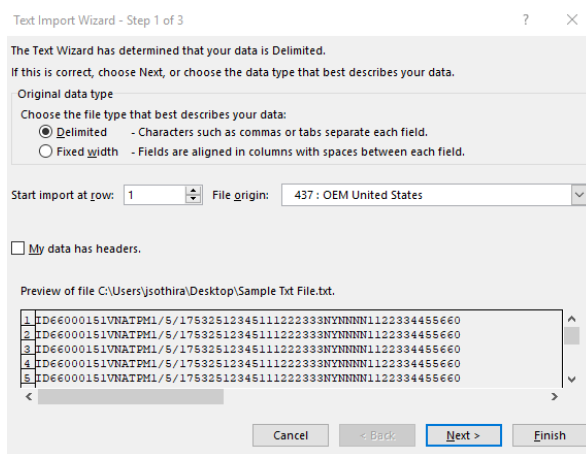
6. Click on From Text



7. Browse and find your txt file. Click on Import.



8. Text Import Wizard box will appear. The default is “Delimited”. Since your file is a tab delimited file you do not need to do anything. Click on Next.



The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type  
Choose the file type that best describes your data:  
☒ Delimited - Characters such as commas or tabs separate each field.  
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

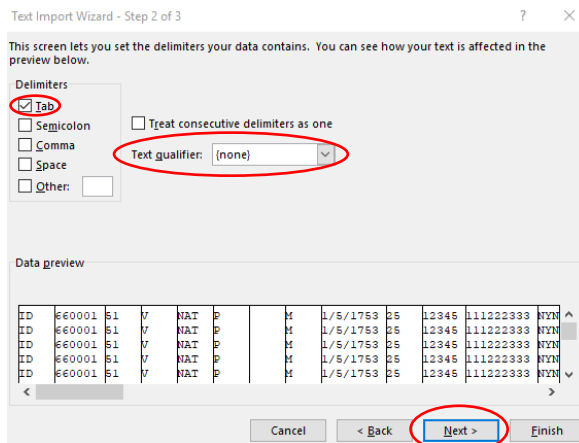
☐ My data has headers.

Preview of file C:\Users\jsothira\Desktop\Sample Txt File.txt.

1	ID#E000151VNATPM1/5/17532512345111222333NYNNNN1122334455660
2	ID#E000151VNATPM1/5/17532512345111222333NYNNNN1122334455660
3	ID#E000151VNATPM1/5/17532512345111222333NYNNNN1122334455660
4	ID#E000151VNATPM1/5/17532512345111222333NYNNNN1122334455660
5	ID#E000151VNATPM1/5/17532512345111222333NYNNNN1122334455660

Buttons: Cancel, < Back, Next >, Finish

9. Under Delimiters: Tab will be checked (this is the default)  
Text Qualifier: use the drop down and select {none}  
Click on Next.



This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters  
☒ Tab  
☐ Semicolon  
☐ Comma  
☐ Space  
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: (none)

Data preview

ID	E0001	51	V	NAT	P	M	1/5/1753	25	12345	111222333	NYNN
ID	E0001	51	V	NAT	P	M	1/5/1753	25	12345	111222333	NYNN
ID	E0001	51	V	NAT	P	M	1/5/1753	25	12345	111222333	NYNN
ID	E0001	51	V	NAT	P	M	1/5/1753	25	12345	111222333	NYNN

Buttons: Cancel, < Back, Next >, Finish

Note: if your file is a comma separated file, for Step. 9:

Under Delimiters:

- Uncheck Tab
- Check Comma
- Click Next

Continue with Step 10.

10. Under Column data format, select Text.  
The first column will be highlighted in black.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General

☒ Text

Date: MDY

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

ID	General	Name	Gender	Race	Ethnicity	Date of Birth	Age
660001	S1	V	NAT	P	M	1/8/1753	25
660001	S1	V	NAT	P	M	1/8/1753	25
660001	S1	V	NAT	P	M	1/8/1753	25
660001	S1	V	NAT	P	M	1/8/1753	25
660001	S1	V	NAT	P	M	1/8/1753	25

Buttons: Cancel, < Back, Next >, Finish

11. Slide the scroll bar all the way to the right to the last column.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☐ General

☒ Text

☐ Date: MDY

☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

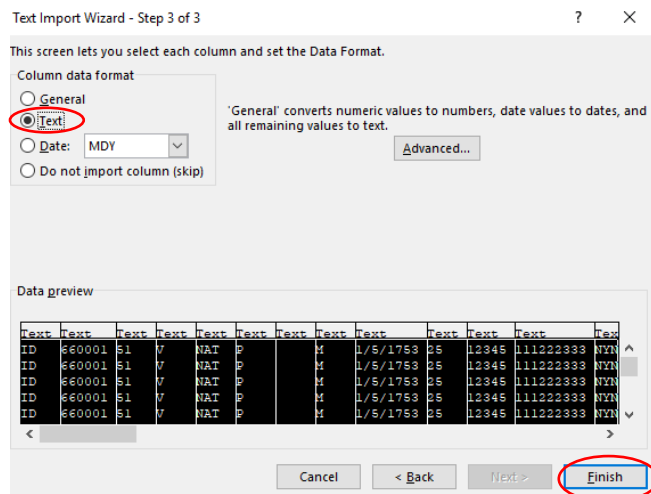
Data preview

General	General	General	General	General	General	General	General	General	General	General	General	General	General
													9/13/2
													9/13/2
													9/13/2

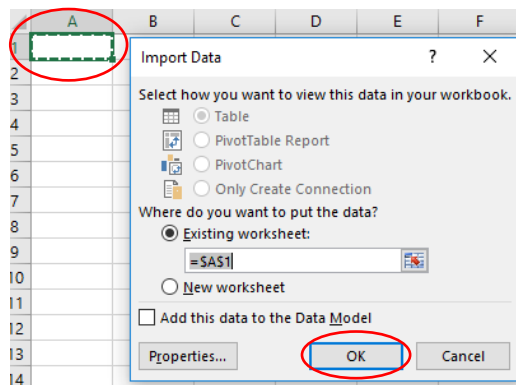
Cancel < Back Next > Finish

12. Press and hold the Shift key and click on the last column. All the columns will be highlighted in black.

Under the Column data format, make sure that Text is selected.  
Click on Finish.



13. Select Ok. The first cell will have a green border because we want the data to start populating from that location



14. You should see your data in the EXCEL file (see sample data below). Save your file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
2	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
3	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
4	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
5	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
6	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
7	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	
8	ID	660001	51	V	NAT	P		M	1/5/1753	25	12345	111222333	NYNNNN	1122334455	660	2020	